



BID NO.: 6824-1/23

**OPENING: 2:00 P.M.
WEDNESDAY
FEBRUARY 13, 2013**

MIAMI-DADE COUNTY, FLORIDA

**I N V I T A T I O N
T O B I D**

TITLE:

**PAPER, FINE REGISTERED MILL BRANDS
PRE-QUALIFICATION POOL**

FOR INFORMATION CONTACT:

Sherry Y. Crockett, CPPB, 305-375-4693, Crockett@miamidade.gov

IMPORTANT NOTICE TO BIDDERS:

- **READ THIS ENTIRE DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.**
- **FAILURE TO SIGN BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE**

**MIAMI-DADE COUNTY
INTERNAL SERVICES DEPARTMENT
PROCUREMENT MANAGEMENT DIVISION**



MIAMI-DADE COUNTY, FLORIDA

INVITATION TO BID

Bid Number: 6824-1/23

**Bid Title: PAPER, FINE REGISTERED MILL BRANDS
PRE-QUALIFICATION POOL**

Procurement Officer: Sherry Y. Crockett, CPPB

Bids will be accepted until 2:00 p.m. on February 13, 2013

Bids will be publicly opened. The County provides equal access and does not discriminate on the basis of disability in its programs or services. It is our policy to make all communication available to the public, including those who may be visually or hearing impaired. If you require information in a non-traditional format please call 305-375-5278.

Instructions: The Clerk of the Board business hours are 8:00am to 4:30pm, Monday through Friday. Additionally, the Clerk of the Board is closed on holidays observed by the County. Each Bid submitted to the Clerk of the Board shall have the following information clearly marked on the face of the envelope: the Bidders name, return address, Bid number, opening date of the Bid and the title of the Bid. Included in the envelope shall be an original and two copies of the Bid Submittal, plus attachments if applicable.

All Bids received time and date stamped by the Clerk of the Board prior to the bid submittal deadline shall be accepted as timely submitted. The circumstances surrounding all bids received and time stamped by the Clerk of the Board after the bid submittal deadline will be evaluated by the procuring department, in consultation with the County Attorney's Office, to determine whether the bid will be accepted as timely.

NOTICE TO ALL BIDDERS:

- **FAILURE TO SIGN THE BID SUBMITTAL FORM WILL RENDER YOUR BID NON-RESPONSIVE.**
- **THE BID SUBMITTAL FORM CONTAINS IMPORTANT CERTIFICATIONS THAT REQUIRE REVIEW AND COMPLETION BY ANY BIDDER RESPONDING TO THIS SOLICITATION.**

**MIAMI-DADE COUNTY
INTERNAL SERVICES DEPARTMENT
PROCUREMENT MANAGEMENT DIVISION**

SECTION 1
GENERAL TERMS AND CONDITIONS

**PAPER, FINE REGISTERED MILL BRANDS
PRE-QUALIFICATION POOL**

All general terms and conditions of Miami-Dade County Procurement Contracts for Invitations to Bid are posted online. Persons and Companies that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These standard general terms and conditions are considered non-negotiable subject to the County's final approval.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/general-terms-and-conditions-itb.pdf>

SECTION 2
SPECIAL CONDITIONS

PAPER, FINE REGISTERED MILL BRANDS
PRE-QUALIFICATION POOL

2.1 PURPOSE: TO PRE-QUALIFY VENDORS

The purpose of this solicitation is to pre-qualify vendors for future pricing competition. This initial solicitation provides for the submission of documents and forms intended to verify that the vendor meets or exceeds the minimum criteria set forth in Section 2, Paragraph 2.4 of this solicitation. All vendors which meet or exceed the criteria established in this solicitation shall be placed on a Pre-Qualification List that may be accessed by County departments in order to obtain price quotations for the purchase of paper, fine registered mill brands, private brands, recovered fiber content paper (printing/xerographic) and related products such as envelopes, carbonless, continuous pin fed computer paper, roll fed paper, lithographic plates, packaging materials, chemistry and adhesives in conjunction with the County's needs on a periodic basis.

2.2 TERM OF CONTRACT: FIVE (5) YEARS

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Internal Services Department, Procurement Management Division, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of the contract term.

2.3 OPTION TO RENEW FOR FIVE (5) YEARS:

At the completion of the five (5) years of the original contract term, Miami-Dade County shall have the option to renew for an additional five (5) years, maintaining the same pricing structure and purchasing format as explained on the next paragraph. Continuation of the contract beyond the initial period is a County prerogative not a right of the bidder. This prerogative may be exercised only when such continuation is clearly in the best interest of the County.

2.4 METHOD OF AWARD USING PRE-QUALIFICATION AND SUBSEQUENT SPOT MARKET PROCEDURES

Award of this contract will be made to all responsive, responsible vendors who meet the minimum qualifications set forth in this solicitation. Those qualifications are as follows:

- 2.4.1. Two (2) current references, consisting of existing customers, (large commercial business and/or Government Agencies) shall be listed in the bidder's submittal. The references listed must be customers that are currently receiving or have recently received from the bidder the products and services described in this solicitation. The references must include the customer's company name, and the name, title, address, and telephone number of the contact person who can verify that the bidder has successfully provided the products and services that the bidder is offering under this solicitation. These references shall ascertain to the County's satisfaction that the bidder has sufficient experience and expertise in the sale of paper and related products.

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- 2.4.2. The bidder is required to submit with their bid proof of their firm's designation as a manufacturer, agent, dealer, representative, distributor or reseller of the paper and related products listed in their bid. The proof may be in the form of:
- A. Current letters from the manufacturers, on the manufacturer's letterhead, designating the bidder as a manufacturer, agent, dealer, representative or distributor of the paper and related products listed in the bidder's submittal. The letters shall be dated within six (6) months of the bid submittal and it shall be signed by an authorized manufacturer's representative.
 - B. Current letters from the distributors, on the distributor's letterhead, designating the bidder as an, agent, dealer, representative or reseller of the paper and related products listed in the bidder's submittal. The letters shall be dated within six (6) months of the bid submittal and it shall be signed by an authorized distributor's representative.
 - C. Reference to the manufacturer's internet website, where the manufacturer clearly lists the bidder as an agent, dealer, representative or distributor of the paper products listed in the bidder's submittal.
- 2.4.3. Maintain an office staffed by competent company representatives authorized to discuss matters pertaining to the contracted products, and who are cognizant of the industry and industry standards.
- A. The office shall be equipped with modern office equipment, especially a facsimile (FAX) machine and an e-mail address.
 - B. The vendor shall be regularly engaged in the business of providing paper and related products as demonstrated by:
 - 1. Maintaining a warehouse stocked with a wide variety of printing papers
 - 2. Maintaining a schedule of daily deliveries throughout Miami-Dade County.
- 2.4.4 Only bidders that demonstrated through annual independent audits that they follow prescribed procedures designed to preserve the chain of custody will be qualified. Bids will not be considered without a photocopy of the firm's certificates of Forestry Products Chain of Custody (CoC) certification from a minimum of two accreditation organizations. The recognized organizations are; Forest Stewardship Council (FSC), Program for the Endorsement of Forest Certification (PEFC) or Sustainable Forestry Initiative (SFI).

These vendors shall then be deemed to be pre-qualified to participate in subsequent spot market purchases as required by the County on a periodic basis. When such spot market purchases are initiated, the pre-qualified vendors shall be invited to offer a fixed price for a specific individual purchase, or a specific purchasing period. The award to one vendor for a specific period or individual action does not preclude the remaining pre-qualified vendors from submitting spot market offers for other specific purchases.

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In accordance with the County's spot market, low bidder may change for a specific item or group for the specific spot market period.

It shall be the sole prerogative of the County as to the number of vendors who will be initially included under this contract. During the term of this contract, the County reserves the right to add or delete vendors as it deems necessary in its best interests. If the County elects to add vendors, they must meet the same minimum qualifications established for the original competition.

Spot market pricing procedures may be initiated by either the using County department or by Procurement Management Division. In general, written spot market quotes shall be solicited from all pre-qualified vendors whenever possible.

2.5 PRICES SHALL BE FIXED AND FIRM FOR ANY SPOT MARKET PERIOD:

If the vendor is awarded a contract under this solicitation during the spot market quote procedure, the prices proposed by the vendor shall remain fixed and firm during the period specified in the spot market quote – customarily 6-months.

2.6 METHOD OF PAYMENT: INVOICES FOR COMPLETED PURCHASES

Placing Orders, Delivery Receipt and Invoice Requirements (Delivery Point Drop Shipments)

Items ordered by ISD, Administrative and Business Services Division for drop shipment to more than 1,000 delivery points located at 250 addresses within Miami-Dade County will be invoiced in duplicate to ISD, Administrative and Business Services Division along with one (1) copy of a signed delivery receipt by the receiving agency. **Delivery receipts are not to show invoice prices.** ISD, Procurement Management Div., Supply Section will prepare a consolidated order (Monday - Friday). This order will be processed to vendors via fax transmission at approximately 2:30 PM daily. It is expected that the bidder will have inventory on hand to deliver ordered items the next business day. Unless otherwise authorized on a case by case basis by ISD Administrative and Business Services Division, all orders must be delivered no later than third business day after the order has been placed. Failure to deliver orders by the third business day may result in re-procurement cost being charged to the vendor.

The vendor(s) shall submit an invoice(s) to the County user department(s) after purchase has been completed, whether the specific item(s) were picked up by authorized County personnel or delivered to the site by the vendor. In addition to the general invoice requirements set forth below, the invoices shall reference the corresponding delivery ticket number or packing slip number that was signed by an authorized representative of the County user department at the time the items were delivered and accepted. Submittal of these periodic invoices shall not exceed thirty (30) calendar days from the delivery of the items. Under no circumstances shall the invoices be submitted to the County in advance of the delivery and acceptance of the items.

All invoices shall contain the following basic information:

I. Vendor Information:

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SPECIAL CONDITIONS

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- The name of the business organization as specified on the contract between Miami-Dade County and vendor
 - Date of invoice
 - Invoice number
 - Vendor's Federal Identification Number on file with Miami-Dade County
- II. County Information:
- Miami-Dade County Release Purchase Order or Small Purchase Order Number
- III. Pricing Information:
- Unit price of the goods, services or property provided
 - Extended total price of the goods, services or property
 - Applicable discounts
- IV. Goods or Services Provided per Contract:
- Description
 - Quantity
- V. Delivery Information:
- Delivery terms set forth within the Miami-Dade County Release Purchase Order
 - Location and date of delivery of goods, services or property

2.7 CONTACT PERSON

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Sherry Y. Crockett, CPPB at (305) 375-4693 or via email – Crockett@miamidade.gov with a copy to the Clerk of the Board at clerkbcc@miamidade.gov. Administrative Order 3-27, Cone of Silence, prohibits oral communication regarding a bid during the period the Cone is in effect. The County reserves the right to change the contact person throughout the term of the agreement. Any changes will be communicated in writing to Vendors as needed.

2.8 BIDDER OPERATED CONVERTING FACILITIES MUST BE LOCATED IN MIAMI-DADE/BROWARD COUNTY

To facilitate the County's right to observe bidder sheeting and packaging of paper for this contract, vendor-converting facilities must be located in Miami-Dade or Broward County.

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3.0 SCOPE OF WORK

The purpose of this solicitation is to establish a contract for the purchase of paper, fine registered mill brands private brands, recovered fiber content paper (printing/xerographic) and related products such as envelopes, carbonless, continuous pin fed computer paper, roll fed paper, lithographic plates, packaging materials, chemistry and adhesives in conjunction with the County's needs on a periodic basis.

3.1 REGISTERED MILL BRANDS OR PRIVATE BRANDS WITH MILL CERTIFICATION ACCEPTED

All xerographic and printing paper must be guaranteed registered Mill Brand or a Private Brand paper that is mill certified.

Registered mill brands must be specified in the current edition of "Competitive Grade Finder for the Paper and Graphic Arts Industry", or as otherwise accepted by Grade Finders, Inc., for publication in subsequent editions. For products not listed in the current edition of the Competitive Grade Finder, a copy of Grade Finders letter of acceptability will be required.

Private Brand xerographic and printing paper must meet quality performance requirements as specified in the Bid Proposal. Prior to award, the County will require a letter from the producing mill certifying the grade of paper to be used for this bid as well as the name of that paper as it appears in the current edition of "Competitive Grade Finder for the Paper and Graphic Arts Industry".

REGISTERED MILL BRAND EXCEPTION – fan folded computer paper and chipboard are not printing papers, and as such, will be exempt from the mill brand requirement.

3.2 MOISTURE PROOF WRAPPERS REQUIRED

All Paper must be cut, wrapped in moisture proof wrappers and labeled. All 8-1/2" X 11", 8-1/2" X 14" and 11" X 17" xerographic and laser papers must be wrapped in packages and sealed in moisture proof cartons containing 1,000, 2,000, 2,500 or 5,000 sheets. Moisture content must be adequate to ensure good press, printer and copier performance in a sub-tropical climate. To maintain the correct moisture content high quality double layer or triple layer wrappers must be used. Wrappers must contain at minimum: a double layer consisting of 45# paper layer and a 7# poly layer or a triple layer consisting of 25# paper outer layer, a 10# poly middle layer and a 25# paper inside layer. Polyethylene or polypropylene must be used as the moisture proof barrier. Packaging must provide vital information for troubleshooting. At minimum, the carton label must identify the basis weight, grade, tracking number, run date and lot number.

All cut size paper must lie flat before and after processing through a high speed copier or laser printer with either no tendency to curl or with a curl which can be overcome under reasonable working conditions. All paper must be grain long unless otherwise specified by Dade County.

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3.3 EXCELLENT QUALITY PRODUCT

Paper shall be cut square four sides, consistently smooth and exact without exhibiting cutting marks. Paper shall be free from lint, dust, or other loose particles and shall be suitable for writing/printing on with ink or toner. Dimensions of successive sheets within any package shall differ from each other by not more than 1/64" and individual sheets shall not vary more than 0.001" in thickness from one edge to the other.

3.4 XEROGRAPHIC AND LASER PAPERS

Shipments of xerographic and laser papers shall perform satisfactorily on laser printers and high-speed xerographic copiers. There shall be no more than one paper-caused jam or one document with unacceptable image quality due to paper per 5,000 sheets.

Xerographic and Laser papers must be grain long, 100% chemical wood pulp, surface sized, moisture content of 4.5% (plus 0.6% or minus 1.0%). Basis weight 20# paper, must be, .0038" (plus or minus .0004" thick). Paper shall have stiffness, curl, finish and tensile strength characteristics sufficient to insure efficient feeding and transport through high-speed photocopiers and must be free of paper dust. Paper will be furnished flat, trimmed square on four sides with clean smooth edges and evenly jogged. Paper size must not vary more than plus or minus 1/64" from the specified dimension in either direction.

The County requires that all xerographic and laser paper is slit, cut to final sheet size and ream wrapped packaged in one continuous inline process. Equipment used for this purpose must be rigorously maintained with scrupulous attention paid to sharp cutting and slitting edges, accurate sheet counts and proper settings for packaging equipment. Reams must be sealed with sufficient glue to provide a moisture proof package that is tight, forming a solid package that protects the edges of each sheet until unwrapped for use. Excessive amounts of glue that could damage individual sheets of paper will not be accepted. Equipment suitable for this purpose is made by E.C.H. Will/PEMCO, Bielomatik or Lennox and will be required by this contract.

Whenever the paper is not sheeted and packaged by the producing mill the vendor will be required to give ISD Administrative and Business Services Division 48 hour notice prior to converting paper for this bid. A management level representative, assigned by ISD Administrative and Business Services Division, may be at the vendor's site to observe the conversion and packaging operation. The County's representative will confirm that the packaging, the wrapping and the converting meets all requirements as set forth in this bid.

3.5 3-HOLE PUNCH SPECIFICATIONS

Xerographic paper required with 3-Hole Punch for insertion into standard 3-Ring Binders is to have holes 1/4"-5/16" Diameter and be punched 4 1/4" center to center. Punching must be clean to insure efficient feeding and transport through photocopy machines without jamming.

3.6 FAN APART ADHESIVES

All black print carbonless paper must be suitable for use with "Fan Apart" adhesive.

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3.7 QUALIFIED PRODUCTS LIST

1. Carbonless Paper for Offset: GLADFELTER EXCEL OR APPLETON NCR SUPERIOR OR NEKOOSA UNIVERSAL — black print only.
2. Carbonless Paper (for High Speed Production Printer): GLADFELTER TRANS/COPY OR APPLETON XEROFORM OR NEKOOSA UNIVERSAL — black print only.
3. For all other items paragraph 3.2 and 3.3 will apply.

3.8 CHAIN OF CUSTODY CERTIFICATION REQUIRED

Only bidders that demonstrated through annual independent audits that they follow prescribed procedures designed to preserve the chain of custody will be qualified. Bids will not be considered without a photocopy of the firm's certificates of Forestry Products Chain of Custody (CoC) certification from a minimum of two accreditation organizations. The recognized organizations are; Forest Stewardship Council (FSC), Program for the Endorsement of Forest Certification (PEFC) or Sustainable Forestry Initiative (SFI).

3.9 VENDORS MAY BE REQUIRED TO BREAK CARTONS

On occasion, orders placed under this contract for folio size sheets (17½" x 22½" or larger), may require vendors to break cartons as ordering quantities will be for actual unit requirements and will not be adjusted to coincide with mill packaging.

3.10 TIMELY DELIVERY OF ORDERS REQUIRED

It is expected that the bidder will have inventory on hand for the specified bid items to deliver ordered items the next business day. Unless otherwise authorized on a case by case basis by ISD Administrative and Business Services Division, all orders must be delivered no later than third business day after the order has been placed. Failure deliver orders by the third business day may result in re-procurement cost being charged to the vendor.

Orders of items not specified in the bid list are commonly purchased for a specific project. The delivery requirements for these orders will be set by mutual agreement of ISD Administrative and Business Services Division and the successful bidder when the order is placed.

3.11 UNSCHEDULED SPOT MARKET SOLICITATIONS

Routinely a County Print Shop manager will check price and availability with the qualified vendors. Items commonly purchased through this process are folio size coated and uncoated sheets, envelopes, mill orders, synthetic papers and other needs. Orders will be placed to the lowest bidder who can deliver the necessary grade in the required time.

3.12 SPECIFIED QUANTITIES OF FREQUENTLY USED ITEMS

Estimated quantities specified in this contract must be provided to the County by the awarded vendors if required. The awarded vendor may provide other governmental entities; except that quantities needed shall not be deducted from the Miami-Dade County estimated quantities.

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The following is a representative list of the items and estimated quantities that the County may purchase during each spot market quote.

RECOVERED FIBER CONTENT PAPER

50% minimum "Waste Paper" content per EPA Definitions

#1 OPAQUE OFFSET RECYCLED - GRAIN LONG

SMOOTH FINISH (Minimum - 430 Pages per Inch)

Item #	6-Month Quantity of Sheets	Sheet Size	Description of Stock
1	200,000	8-1/2" x 11"	24/60 lb. white
2	100,000	17-1/2" x 22-1/2"	24/60 lb. white

RECOVERED FIBER CONTENT PAPER (continued)

10% minimum "Waste Paper" content per EPA Definitions

Item #	6-Month Quantity of Sheets	Sheet Size	Description of Stock
3	15,000,000	8-1/2" x 11"	#4 Xerographic Bond Recycled, 20 lb. white (For high speed copiers)
4	5,000,000	8-1/2" x 11"	#4 Bond Recycled, 20 lb. Colors
5	300,000	11" x 17"	#4 Bond Recycled, 20 lb. White
6	150,000	8-1/2" x 11"	#4 Index, 110 lb. White
7	250,000	8-1/2" x 11"	#4 Index, 90 lb. White
8	400,000	11" x 17"	#4 Index, 90 lb. White
9	400,000	8-1/2" x 11"	#4 Index, 90 lb. Color
10	50,000	22-1/2" x 35"	#4 Index, 110 lb. White
11	25,000	22-1/2" x 35"	#4 Index, 110 lb. Color

PAPER SOURCED FROM SUSTAINABLE FIBER

FSC, SFI or PEFC CERTIFICATION ACCEPTED

Item #	6-Month Quantity of Sheets	Sheet Size	Description of Stock
12	400,000	17-1/2" x 22-1/2"	Premium #1 Opaque Offset, 50 lb. White
13	200,000	19" x 25"	Premium #1 Opaque Offset, 50 lb. White
14	250,000	23" x 29"	Premium #1 Opaque Offset, 50 lb. White
15	200,000	17-1/2" x 22-1/2"	Premium #1 Opaque Offset, 60 lb. White
16	250,000	19" x 25"	Premium #1 Opaque Offset, 60 lb. White
17	150,000	23" x 29"	Premium #1 Opaque Offset, 60 lb. White

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18	60,000,000	8-1/2" x 11"	#4 Xerographic Bond, 20 lb. white (For high speed copiers)
19	800,000	8-1/2" x 14"	#4 Xerographic Bond, 20 lb. white (For high speed copiers)
20	2,500,000	11" x 17"	#4 Commodity Offset DP, 20/50 lb. white
21	2,000,000	11" x 17"	#4 Commodity Offset DP, 24/60 lb. white
22	2,500,000	8-1/2" x 11"	Premium #1 Laser Print, 24/60 lb. White
23	250,000	11" x 17"	Premium #1 Laser Print, 24/60 lb. White
24	300,000	17-1/2" x 22-1/2"	Premium #1 Laser Print, 24/60 lb. White

**REGISTERED MILL BRANDS CARBONLESS PAPER, PRE-COATED, BLACK PRINT,
REVERSE OR STRAIGHT SEQUENCE. COC CERTIFICATION REQUIRED.**

GLADFELTER EXCEL OR APPLETON NCR SUPERIOR OR NEKOOSA UNIVERSAL

No Substitutions Will Be Accepted.

FSC, SFI or PEFC CERTIFICATION ACCEPTED

Item #	6-Month Quantity of Sheets	Sheet Size	Description of Stock
25	500,000	8-1/2" x 11"	2-Part White-Canary or White Pink
26	800,000	11" x 17"	2-Part White-Canary
27	80,000	17-1/2" x 22-1/2"	2-Part White-Canary
28	600,000	8-1/2" x 11"	3-Part White-Canary-Pink
29	600,000	11" x 17"	3-Part White-Canary-Pink
30	150,000	17-1/2" x 22-1/2"	3-Part White-Canary-Pink
31	250,000	8-1/2" x 11"	4-Part White-Canary-Pink-Goldenrod
32	300,000	11" x 17"	4-Part White-Canary-Pink-Goldenrod
33	100,000	17-1/2" x 22-1/2"	4-Part White-Canary-Pink-Goldenrod
34	50,000	8-1/2" x 11"	5-Part White-Green-Canary-Pink-Goldenrod
35	150,000	11" x 17"	5-Part White-Green-Canary-Pink-Goldenrod
36	150,000	17-1/2" x 22-1/2"	5-Part White-Green-Canary-Pink-Goldenrod

**REGISTERED MILL BRANDS CARBONLESS PAPER, PRE-COATED, BLACK PRINT.
FOR USE IN HIGH SPEED DIGITAL PRINTERS. COC CERTIFICATION REQUIRED.**
GLADFELTER TRANS/COPY OR APPLETON XEROFORM OR NEKOOSA UNIVERSAL
No Substitutions Will Be Accepted.

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FSC, SFI or PEFC CERTIFICATION ACCEPTED

Item #	6-Month Quantity of Sheets	Sheet Size	Description of Stock
37	150,000	8-1/2" x 11"	2-Part White-Canary
38	50,000	8-1/2" x 14"	2-Part White-Canary
39	150,000	8-1/2" x 11"	3-Part White-Canary-Pink
40	50,000	8-1/2" x 14"	3-Part White-Canary-Pink

COMPUTER PAPER - CONTINUOUS FEED - FAN FOLDED
LINT AND DUST FREE

10% Minimum "Waste Paper" content per EPA Definitions

Delivery Exception: **Deliver Skid Quantities Only**

Item #	6-Month Quantity Cases	Sheet Size	Description of Stock
41	2,000	9-1/2" x 11"	20 lb. White, 83 Brightness, Clean Edge Perfs, Side and Horizontal Perfs Required
42	1,500	14-7/8" x 11"	18 lb. 1/2" Green Bar, Horizontal Perfs Required
43	2,000	8-1/2" x 11"	18 lb. White EW-20 High Bulk, 3-Hole Punch, Horizontal Perfs Required

3.13 RECYCLED PAPERS

Miami-Dade County is actively seeking to increase its consumption of printing and writing papers that meet EPA recovered fiber content standards for percentage of "waste paper" contained in the finished product. Many bid items have been set aside for "recovered fiber" stock. Vendors are encouraged to identify any other papers meeting the EPA definition that may be of potential use to the County for printing, writing, and graphic usage and to submit bids for those products.

In addition, Miami-Dade County is active in promoting the use of papers manufactured by processes that reduce environmental impact and mills that are certified by the Forest Stewardship Council (FSC). Particular interest has been placed on identifying available paper stocks manufactured using the alkaline process in conjunction with peroxide whiteners. Vendors are encouraged to identify items bid that are chlorine free (TCF).

The EPA definition of "waste paper" and "recovered materials" is contained in Sections 6002(h) and 6002(h) 2 of the Resource Conservation and Recovery Act of 1976, as amended.

3.14 PARTICIPATION IN INCENTIVE PROGRAMS

Awarded vendor will not exclude Miami-Dade County from participating in any incentive programs from manufacturer, distributors or vendor. The County will be eligible for rebates,

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credits, etc. for purchases made during the term of this contract. Awarded vendor must promptly notify Administrative and Business Services Division of incentive programs upon inception of such a program or upon award of qualifying product.

SECTION 4
BID SUBMITTAL FORM

Submit Bid To:
CLERK OF THE BOARD
Stephen P. Clark Center
111 NW 1st Street
17th Floor, Suite 202
Miami, Florida 33128-1983

OPENING: 2:00 P.M.
WEDNESDAY
FEBRUARY 13, 2013



**PLEASE QUOTE PRICES F.O.B. DESTINATION, FREIGHT ALLOWED, LESS TAXES,
DELIVERED IN MIAMI-DADE COUNTY, FLORIDA.**

NOTE: Miami-Dade County is exempt from all taxes (Federal, State, Local). Bid price should be less all taxes. Tax Exemption Certificate furnished upon request.

Issued
by: **SYC**

ISD/PM

Date Issued:
1/30/13

This Bid Submittal Consists of
Pages **12** through **18**

Sealed bids subject to the Terms and Conditions of this Invitation to Bid and the accompanying Bid Submittal. Such other contract provisions, specifications, drawings or other data as are attached or incorporated by reference in the Bid Submittal, will be received at the office of the Clerk of the Board at the address shown above until the above stated time and date, and at that time, publicly opened for furnishing the supplies or services described in the accompanying Bid Submittal Requirement.

Title:

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A Bid Deposit in the amount of **N/A** the total amount of the bid shall accompany all bids.

A Performance Bond in the amount of **N/A** the total amount of the bid will be required upon execution of the contract by the successful bidder and Miami-Dade County.

DO NOT WRITE IN THIS SPACE	
ACCEPTED _____	HIGHER THAN LOW _____
NON-RESPONSIVE _____	NON-RESPONSIBLE _____
DATE B.C.C. _____	NO BID _____
ITEM NOS. ACCEPTED _____	
COMMODITY CODE: 645	
Procurement Contracting Officer: Sherry Y. Crockett, CPPB	

FIRM NAME _____

RETURN ONE ORIGINAL AND TWO COPIES OF BID SUBMITTAL PAGES AND AFFIDAVITS.

FAILURE TO SIGN THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE.

**SECTION 4
BID SUBMITTAL FOR:**

**PAPER, FINE REGISTERED MILL BRANDS
PRE-QUALIFICATION POOL**

FIRM NAME: _____

4.1 REFERENCES

Paragraph 2.4.1	Below, list two references consisting of existing customers, (large commercial business and/or Government Agencies). The references listed must be customers that are currently receiving or have recently received from the bidder the products and services described in this solicitation. The references must include the customer's company name, and the name, title, address, and telephone number of the contact person who can verify that the bidder has successfully provided the products and services that the bidder is offering under this solicitation.	Initial As Completed
Client Reference #1		
Company Name:		
Contact Person Name:		
Contact Person Title:		
Customer Address:		
Customer Telephone Number:		
Customer Email Address:		
Client Reference #2		
Company Name:		
Contact Person Name:		
Contact Person Title:		
Customer Address:		
Customer Telephone Number:		
Contact Email Address:		

**SECTION 4
BID SUBMITTAL FOR:**

**PAPER, FINE REGISTERED MILL BRANDS
PRE-QUALIFICATION POOL**

FIRM NAME: _____

4.2 MANUFACTURER BRAND NAMES/MAKES

Paragraph 2.4.2	List the manufacturer brand names/makes of paper and related products that shall be available from your firm. Attach proof of your firm's designation as a manufacturer, agent, dealer, representative, distributor or reseller of the paper and related products.	
BRAND NAMES/MAKES		BRAND NAMES/MAKES

**SECTION 4
BID SUBMITTAL FOR:**

**PAPER, FINE REGISTERED MILL BRANDS
PRE-QUALIFICATION POOL**

FIRM NAME: _____

4.3 AUTHORIZED REPRESENTATIVE

Representative	Maintain an office and warehouse staffed by competent company representatives authorized to discuss matters pertaining to the contracted products, and who are cognizant of the industry and industry standards. Provide daily deliveries throughout Miami-Dade County.	Initial As Completed
Paragraph 2.4.3	Contact Name _____ Office Address _____ _____ Phone # _____ Fax# _____ Email Address _____	_____

4.4 CERTIFICATION

Certification	Only bidders that demonstrated through annual independent audits that they follow prescribed procedures designed to preserve the chain of custody will be qualified. Bids will not be considered without a photocopy of the firm's certificates of Forestry Products Chain of Custody (CoC) certification from a minimum of two accreditation organizations. The recognized organizations are: Forest Stewardship Council (FSC), Program for the Endorsement of Forest Certification (PEFC) or Sustainable Forestry Initiative (SFI).	
	YES	NO
Did your company submit a photocopy of your firm's certificates of Forestry Products Chain of Custody certification with a minimum of two accreditation organizations?		
Please indicate two recognized organizations.		
Forest Stewardship Council (FSC),		
Program for the Endorsement of Forest Certification (PEFC)		
Sustainable Forestry Initiative (SFI).		

SECTION 4
BID SUBMITTAL FOR:
PAPER, FINE REGISTERED MILL BRANDS
PRE-QUALIFICATION POOL

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

PART I:

LIST BELOW THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION
WITH THIS BID

Addendum #1, Dated _____

Addendum #2, Dated _____

Addendum #3, Dated _____

Addendum #4, Dated _____

Addendum #5, Dated _____

Addendum #6, Dated _____

Addendum #7, Dated _____

Addendum #8, Dated _____

PART II:

☐ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

TITLE OF OFFICER: _____



Bid Title: **PAPER, FINE REGISTERED MILL BRANDS PRE-QUALIFICATION POOL**

By signing this Bid Submittal Form the Bidder certifies that it satisfies all legal requirements (as an entity) to do business with the County, including all Conflict of Interest and Code of Ethics provisions in Section 2-11 of the Miami-Dade County Code. Any County employee or member of his or her immediate family seeking to contract with the County shall seek a conflict of interest opinion from the Miami-Dade County Ethics Commission prior to submittal of a Bid response or application of any type to contract with the County by the employee or his or her immediate family and file a copy of that request for opinion and any opinion or waiver from the Board of County Commissioners with the Clerk of the Board. The affected employee shall file with the Clerk of the Board a statement in a form satisfactory to the Clerk disclosing the employee's interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract at the same time as or before submitting a Bid, response, or application of any type to contract with the County. Also a copy of the request for a conflict of interest opinion from the Ethics Commission and any corresponding opinion, or any waiver issued by the Board of County Commissioners, must be submitted with the response to the solicitation.

In accordance with Sec. 2-11.1(s) of the County Code as amended, prior to conducting any lobbying regarding this solicitation, the Bidder must file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder. Failure to file the appropriate form in relation to each solicitation may be considered as evidence that the Bidder is not a responsible contractor.

The Bidder confirms that this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same goods and/or services and in all respects is without collusion, and that the Bidder will accept any resultant award. Further, the undersigned acknowledges that award of a contract is contingent upon vendor registration. Failure to register as a vendor within the specified time may result in your firm not being considered for award.

Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information at the time of bid or proposal submission.

☐ Place a check mark here only if bidder has such conviction to disclose.

By executing this proposal through a duly authorized representative, the proposer certifies that the proposer is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the proposer is unable to provide such certification but still seeks to be considered for award of this solicitation, the proposer shall execute the proposal through a duly authorized representative and shall also initial this space: _____. In such event, the proposer shall furnish together with its proposal a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The proposer agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the proposer is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

LOCAL PREFERENCE CERTIFICATION: For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that conforms with the provisions of Section 1.10 of the General Terms and Conditions of this solicitation and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.

☐ Place a check mark here only if affirming bidder meets requirements for Local Preference. Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for Local Preference.

LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION: For the purpose of this certification, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County, as defined in Section 1.10 of the General Terms and Conditions of this solicitation.

☐ Place a check mark here only if affirming bidder meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for the LHP. The address of the locally-headquartered office is _____.



LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION: A Local Certified Service-Disabled Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

☐ Place a check mark here only if affirming bidder is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.

COUNTY USER ACCESS PROGRAM (UAP): Joint purchase and entity revenue sharing program

For the County's information, the bidder is requested to indicate, at 'A' and 'B' below, its general interest in participating in the Joint Purchase Program of the County User Access Program (UAP) described in Section 2.21 of this contract solicitation, if that section is present in this solicitation document. Bidder participation in the Joint Purchase portion of the UAP is voluntary, and the bidder's expression of general interest at 'A' and 'B' below is for the County's information only and shall not be binding on the bidder.

- A. If awarded this County contract, would you be interest in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located within the geographical boundaries of Miami-Dade County?

Yes _____ No _____

- B. If awarded this County contract, would you be interested in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located outside the geographical boundaries of Miami-Dade County?

Yes _____ No _____

Firm Name: _____

Street Address: _____

Mailing Address (if different): _____

Telephone No.: _____ Fax No.: _____

Email Address: _____ FEIN No. ____-____/____/____/____/____

Prompt Payment Terms: ____% ____ days net ____ days (Please see paragraph 1.2 H of General Terms and Conditions)

Signature: _____ (Signature of authorized agent)

****By signing this document the bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract.****

Print Name: _____ Title: _____

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.



APPENDIX

AFFIDAVITS FORMAL BIDS



Miami-Dade County
Internal Services Department
Procurement Management Division
Affirmation of Vendor Affidavits

In accordance with Ordinance 07-143 amending Section 2-8.1 of the Code of Miami-Dade County, effective June 1, 2008, vendors are required to complete a new Vendor Registration Package, including a Uniform Affidavit Packet (Vendor Affidavits Form), before being awarded a new contract. The undersigned affirms that the Vendor Affidavits Form submitted with the Vendor Registration Package is current, complete and accurate for each affidavit listed below.

Contract No. : _____ Federal Employer
Identification Number (FEIN): _____

Contract Title: _____

Affidavits and Legislation/ Governing Body

1. Miami-Dade County Ownership Disclosure Sec. 2-8.1 of the County Code	6. Miami-Dade County Vendor Obligation to County Section 2-8.1 of the County Code
2. Miami-Dade County Employment Disclosure County Ordinance No. 90-133, amending Section 2-8.1(d)(2) of the County Code	7. Miami-Dade County Code of Business Ethics Article 1, Section 2-8.1(i) and 2-11(b)(1) of the County Code through (6) and (9) of the County Code and County Ordinance No 00-1 amending Section 2-11.1(c) of the County Code
3. Miami-Dade County Employment Drug-free Workplace Certification Section 2-8.1.2(b) of the County Code	8. Miami-Dade County Family Leave Article V of Chapter 11 of the County Code
4. Miami-Dade County Disability Non-Discrimination Article 1, Section 2-8.1.5 Resolution R182-00 amending R-385-95	9. Miami-Dade County Living Wage Section 2-8.9 of the County Code
5. Miami-Dade County Debarment Disclosure Section 10.38 of the County Code	10. Miami-Dade County Domestic Leave and Reporting Article 8, Section 11A-60 11A-67 of the County Code

Printed Name of Affiant Printed Title of Affiant Signature of Affiant

Name of Firm Date

Address of Firm State Zip Code

Notary Public Information

Notary Public – State of _____ County of _____

Subscribed and sworn to (or affirmed) before me this _____ day of, _____ 20 _____

by _____ He or she is personally known to me ☐ or has produced identification ☐

Type of identification produced _____

Signature of Notary Public Serial Number

Print or Stamp of Notary Public Expiration Date Notary Public Seal

FAIR SUBCONTRACTING PRACTICES (Ordinance 97-35)

In compliance with Miami-Dade County Ordinance 97-35, the Bidder shall submit with the bid proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors in accordance with Section 1, Paragraph 1.15

[illegible]

☐ NO SUBCONTRACTORS WILL BE UTILIZED FOR THIS CONTRACT

Signature _____

Date _____

SUBCONTRACTOR/SUPPLIER LISTING
(Miami-Dade County Code Sections 2-8.1, 2-8.8 and 10-34)

	Firm Name of Prime Contractor/Respondent
	Project/Contract Number

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In accordance with Sections 2-8.1, 2-8.8 and 10.34 of the Miami-Dade County Code, this form must be submitted as a condition of award by all bidders/respondents on County contracts for purchase of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all bidders/respondents on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. The bidder/respondent who is awarded this bid/contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County. The bidder/respondent should enter the word "NONE" under the appropriate heading of this form if no subcontractors or suppliers will be used on the contract.

In accordance with Ordinance No. 1-90, an entity contracting with the County shall report the race, gender and ethnic origin of the owners and employees of all first tier subcontractors/suppliers. In the event that the successful bidder demonstrates to the County prior to award that the race, gender, and ethnic information is not reasonably available at that time, the successful bidder shall be obligated to exercise diligent efforts to obtain that information and provide the same to the County not later than ten (10) days after it becomes available and, in any event, prior to final payment under the contract. (Please duplicate this form if additional space is needed.)

[illegible]

☐ Mark here if race, gender and ethnicity information is not available and will be provided at a later date. This data may be submitted to Contracting/User department or on-line to the Small Business Development Division of the Regulatory and Economic Resources Department at <http://new.miamidade.gov/business/businessdevelopment.asp>.

I certify that the representations contained in this Subcontractor/Supplier listing are to the best of my knowledge true and accurate.

Signature of Bidder/Respondent

Print Name _____

Print Title

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